

D/J C-1
27 Feb 59

25X1A9a

TO:

[REDACTED]
Room 1071 M Bldg

FROM:

[REDACTED] ORR 25X1A9a

SUBJECT: Informal comments on Draft Papers on the Graphics Register (GR)

1. For some time there has been a need for a handbook on OCR facilities and functions. In my estimation such a handbook would be a valuable supplement to the oral briefings given to new analysts. It would also be useful to old hands who have to cope with new problems.

2. If your draft paper on the Graphics Register is a representative sample of what the handbook would be like, then it appears that the purpose is not only to meet the needs of new analysts, but also to care for the internal needs of OCR. Because of the effort to provide for these dual requirements the draft is very complete — probably too detailed for the average consumer's needs. The material is on the whole clearly presented, but I feel that the length of the presentation will not encourage the widest use. Ideally, the finished handbook should be compact enough so that in ORR, for example, each branch will be willing to give the document space in its safes.

3. The organization appears logical and in fact is adapted to the dual needs discussed above. For general distribution sections II and III D could be deleted. This would leave ample detail for the needs of most consumers.

4. The handbook could be made more useful and attractive if the structure of the components discussed and their functions were shown graphically. The Summary of Services is a good beginning. It should be carried further by graphic aids throughout the text. In addition, long sentences describing functions should be broken up into numbered lists.

5. Finally, the best way to test the proposed handbook is to try it out. Circulating it for criticism and suggestions as you are doing is a good idea. The real test for such a handbook, however, is whether it actually answers the questions that

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people ask. Therefore, why not try it out in dittoed form before issuing a hard copy version.

6. I have annotated the draft with a few minor suggestions and have jotted others down on the attached sheet of notes.

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Attachments:

1. Draft Paper on the Graphics Register (GR)
2. Notes

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

No Attachment